

**CHULA VISTA POLICE DEPARTMENT
NEW CARD ROOM EMPLOYEE PERMIT**

____ **VILLAGE CLUB CARD ROOM**

____ **OTHER** _____

The following information must be submitted with your application prior to the approval of your license. Applications will be accepted at the Chula Vista Police Department on an **appointment only** basis during Business office hours of 8:00 a.m. to 12:00 p.m. Monday through Friday. Please contact Licensing at (619) 691-5244 to set up an appointment. There is a **30 day investigation period** which begins at the time your completed application is submitted.

ALL FEES ARE NON-REFUNDABLE.

***YOU MAY NOT OPERATE IN THE CITY OF CHULA VISTA WITHOUT A
VALID POLICE CONTROLLED LICENSE/PERMIT.***

- Completed Police Controlled License application.
- Two 1" X 1" photos taken within the last six months.
- Check, Cash, Credit Card or Money:
 - \$30.00 Background fee payable to the City of Chula Vista
 - \$52.00 Live Scan Fee.
- To Make Live Scan appointments call (619) 409-5954 or log on to www.chulavistapd.org and click on Live Scan Scheduling.
- Copy of Governmental issued picture I.D. (Driver's License, California I.D)
- City of Chula Vista Blue Permit Card (Available at appointment and will be issued once the permit is approved).

The Police Controlled Permit is valid for **one year** from date of issue.

For any questions contact Licensing at (619) 691-5244.